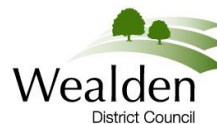


Reopening checklist for food businesses during Covid-19 (Catering Premises)

Environmental Health - a shared service for:

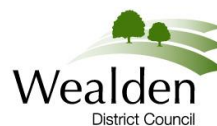


Staff and Business review	Completed	Date
Consider conducting initial telephone interviews with staff in order to assess their fitness to work COVID-19 symptoms , and discuss any fears or concerns they may have about returning to work.		
Identify any staff deemed as high-risk, required to self-isolate for an extended period, or have members of their household within these categories.		
Review which elements of your business, if any, can be operated from home i.e. online sales.		
Do you normally offer activities/services which may not be appropriate to re-instate at this time i.e. self-service equipment.		
Consider the number of staff required onsite for you to operate safely i.e. lone working.		

Social distancing measures	Completed	Date
Review the government advice on social distancing in the workplace in Working safely during coronavirus (COVID-19) .		
Provide where possible for 2 metre social distancing. See Social distancing at work and Food preparation .		
Consider steps to minimise staff-customer interactions. See Managing your customers, visitors and contractors .		
Consider how you will communicate with, update and where necessary train staff in new procedures. See Communications and training .		
Identify staff at higher risk. See Protecting people at higher risk .		
Cohort working teams to lower staff mixing. See Workforce management .		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

Environmental Health - a shared service for:

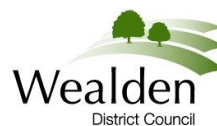


Social distancing measures	Completed	Date
Increase ventilation. You should assess the possibility to do this without introducing new risks or hazards to food safety and hygiene. See Before reopening .		
Refer to government guidance on social distancing, customer interaction and communication or instructions to the public .		
Check to ensure appropriate handwashing facilities/stations and materials are in place i.e. hot and cold water, soap and paper towel.		
Consider updating staff training in line with government advice on handwashing wash their hands more frequently than usual . This should be for 20 seconds with warm water and soap.		
Consider providing hand sanitiser in addition to handwashing facilities at appropriate locations i.e. entrances, tills, staff rooms.		

Premises Checks	Completed	Date
Check to ensure all means of escape (Fire Exits) are available i.e. doors open, routes are free from excessive vegetation.		
Check to ensure any fire and/or carbon monoxide detection systems are operating correctly.		
Carryout a visual inspection of all electrical appliances and equipment to identify any signs of damage. Take appropriate action if defects are found.		
Carryout a visual check on gas appliances. Contact an approved Gas Safe engineer if concerns are identified.		
Carryout the required cleaning and disinfection of surfaces and equipment as identified in your risk assessment i.e. door handles, telephones, shopping baskets.		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

Environmental Health - a shared service for:

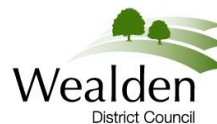


Premises Checks	Completed	Date
Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks.		
To help prevent a build-up of waste, check to ensure your waste collection arrangements remain in place.		
Carryout checks around your premises looking for evidence of possible pest activity i.e. droppings, smell, gnawing.		

Planning and preparation	Completed	Date
Are Environmental Health aware of your current food handling and catering activities?		
Notify us at foodhs@rother.gov.uk of your intention to restart operations .		
Notify us at foodhs@rother.gov.uk of any change to your business activities you are registered for. This includes the introduction of any new delivery or takeaway service.		
Review and update your Food Safety Management System (i.e. SFBB Pack) for any new practices or procedures		
Consider any risks to food safety introduced by changes to procedures.		
Review and document new procedures in relation to takeaway or delivery services e.g. allergen management, cook-chill-reheat, temperature control awaiting collection or during delivery.		
Manage risks of cross-contamination between raw and ready-to-eat foods.		
Ensure food packaging for takeaways and delivery is food grade, and appropriate for the purpose and food type.		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

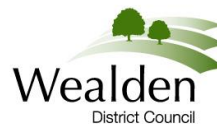
Environmental Health - a shared service for:



Planning and preparation	Completed	Date
Store food packaging hygienically. Check that the hygiene and integrity of any packaging stored through a period of closure has been maintained and dispose of unsuitable packaging.		
Check staff are fit for work and wearing clean work clothes.		
Consider adjustments to fitness for work procedures to take account of COVID-19 symptoms . As suggested, initial telephone interviews with staff may be beneficial in assessing fitness to work.		
Review the government advice on use of Personal Protective Equipment (PPE) outside of medical and care settings. Working safely during coronavirus (COVID-19) has further guidance for restaurants offering takeaway or delivery.		
If your business requires staff to wear PPE, check you have adequate stocks available.		
Review any PPE laundering procedures, where appropriate, to ensure PPE worn by staff can be safely changed and cleaned regularly.		
Ensure any changes to procedures are communicated to staff and training is provided where appropriate, including training of any new staff.		
Check registered waste carrier services		
Ensure your registered waste carrier services are running and available as required, to ensure there is no build-up of waste on site.		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

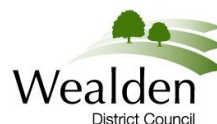
Environmental Health - a shared service for:



Kitchen Checks	Completed	Date
Check food preparation areas are clean and disinfected (this includes work surfaces, equipment and utensils)		
Carry-out a full site assessment to determine if you can undertake a thorough clean or if a professional deep clean is needed.		
Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date. Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time. See guidance on cleaning if your regular cleaning products are not available .		
Assess if staff need re-training on dilution rates and cleaning procedures.		
Increase frequency of cleaning and disinfection, paying attention to shared equipment and high through-put and touch areas.		
Check all areas are free from evidence of pest activity		
Look for evidence of pests, and act if necessary, before restarting your operations. Check for: <ul style="list-style-type: none"> • signs of damage or smearing to walls and doors • gnawed or stained packaging • footprints in dust • animal droppings or urine smell • insect bodies, larvae, cocoons and egg/pupal casings • feathers. 		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

Environmental Health - a shared service for:

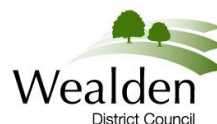


Kitchen Checks	Completed	Date
Consider resetting your pest-control schedule if necessary.		
Arrange for contractors to undertake a pre-opening site survey, if required.		
Check handwashing and cleaning materials' availability (this includes soap, sanitiser and paper towels)		
Make sure all consumables are within dates for use.		
Obtain enough of your regular cleaning consumables such as soap, sanitiser and paper towels. Provide suitable alternatives if your regular products are unavailable.		
Consider updating staff training in line with government advice that staff should wash their hands more frequently than usual . This should be for 20 seconds with warm water and soap.		
Check hot and cold running water is available at all sinks and hand wash basins.		
Make sure adequate hand-washing stations are provided at all appropriate points within the food production and communal areas.		
Consider providing hand sanitiser in addition to handwashing facilities at appropriate locations.		

Equipment checks	Completed	Date
Check your fridges, chilled display equipment and freezers are working properly		
Thoroughly clean equipment before restarting and restocking.		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

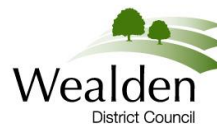
Environmental Health - a shared service for:



Equipment checks	Completed	Date
Check required temperatures and any temperature control records, if kept during closure period.		
Review whether equipment requires maintenance after a period of inaction.		
Allow enough time for equipment to reach required temperature before restocking.		
Remove and refresh any ice left in machines and dispensers.		
Check your other equipment (e.g. oven) is working properly		
Thoroughly clean all equipment before reopening.		
Inspect for maintenance requirements, verify temperatures and re-calibrate where necessary for time or temperature.		
Run dishwashers/glasswashers empty on hot cycle before use.		
Flush through taps and other equipment with water systems (e.g. bain marie).		
Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks.		
Check probe thermometer is working properly, and probe wipes are available		
Consider whether probe thermometers need to be recalibrated.		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

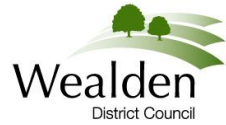
Environmental Health - a shared service for:



Ingredient and product checks	Completed	Date
Check raw materials and ingredients		
Check for any damage to packaging which might affect safety of food or result in loss of allergen information.		
Check for any evidence of temperature abuse which may render the food unsafe. Refer to temperature control records where available.		
Check the use-by and best before dates on existing stock. Ensure that storage has been in-line with manufacturer's instructions. For example, check that any opened or unsealed product has been stored in line with labelled instruction such as 'Once opened consume within'.		
For foods frozen by you on closure , check that labelling and records are sufficient to allow the safe use of the food.		
Check that the length of storage is in-line with your assessment at point of freezing.		
Check that you can obtain your usual raw materials and ingredients so that your product specifications can be met.		
Ensure that any new suppliers are reputable and can meet your requirements. Safer food, better business guidance is available on the selection of suppliers and contractors.		
Check allergen information is accurate and available for all items on sale		
Review your allergen management system, allergen matrices and menus to account for changes of supplier and any new raw materials or products.		

Reopening checklist for food businesses during Covid-19 (Catering Premises)

Environmental Health - a shared service for:



Ingredient and product checks	Completed	Date
Review new takeaway or delivery services to ensure risk of allergen cross-contamination is managed.		
Ensure allergen information is available to customers at time of ordering and at delivery of food .		